



STATE OF CALIFORNIA
Department of Parks and Recreation
 EXAMINATION ANNOUNCEMENT
PARK MAINTENANCE WORKER II,
OPEN, NON-PROMOTIONAL



THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST

Statewide

SALARY RANGE

\$3282 - \$4140

WHO SHOULD APPLY

Applicants who meet the requirements as stated in the minimum qualifications section of this announcement. Applications will not be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: July, 20, 2016

Applications (STD. 678) are available at California Department of Human Resources website www.jobs.ca.gov or Department of Parks and Recreation's website at www.parks.ca.gov. Applications postmarked or personally hand delivered after the final filing date **will not** be accepted for any reason.

Applications must include the following information in the section titled: "Examination(s) or Job Title(s) for which you are applying"

- Exam Title: **Park Maintenance Worker II**
- Exam Code: **6PR13**

Only applications for the *Park Maintenance Worker II* will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

Note: Do not send your application via office or interoffice mail. Applications received by this manner **will not** be accepted and cannot be returned pursuant to California Code of Regulations §174. Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

WHERE TO APPLY

Applications may be delivered in person or by mail. Please submit to:

By mail:

Department of Parks and Recreation
 Attention: Selections Unit/Karen Oswald
 P.O. Box 942896
 Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
 Attention: Selections Unit/Karen Oswald
 1416 9th Street, Room 1018 (10th floor)
 Sacramento, CA 95814

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Exam Title: Park Maintenance Worker II
Exam Code: 6PR13
Schem Code: QG85

Release date: June 22, 2016
Final Filing Date: July 20, 2016
Class Code: 6768

EXAMINATION DATES

Written Test Date: It is anticipated that the written test will be scheduled on **October 1, 2016**.

Note: Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the Exam Analyst at (916) 651-0438.

ELIGIBLE LIST INFORMATION

A departmental statewide eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **October 1, 2016**, the **written test date**.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

If education is required to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note: Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Either I

Two years of experience in the California state service performing the duties of a Park Maintenance Worker I, a State Park Equipment Operator or Park Landscape Maintenance Technician.

Or II

Three years of experience in a construction, building repair, or mechanical trade.

DEFINITION OF TERMS

"**performing the duties of**" to meet this requirement, the applicant must have the amount of experience in State service in the class (or on a T&D to the class) specified.

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POSITION DESCRIPTION

A Park Maintenance Worker II, under direction as a leadperson to work with and supervise a small crew in maintaining and improving land structures and facilities in areas of the State Park System; to perform miscellaneous semiskilled and skilled work; and to do other related work.

EXAMINATION INFORMATION

The examination will consist of a written examination weighted 100%. The written test will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

EXAMINATION SCOPE

Knowledge of:

1. Methods, materials, and equipment used in the design, construction, operation, and repair of systems.
2. Methods, materials, and tools used in the construction, maintenance, and repair of park structures.
3. Industrial safety orders and general safety practices in construction and maintenance fields.
4. Methods of effective individual and group leadership.
5. Construction project management to ensure parameters/standards are met.

Ability to:

1. Prioritize and manage workload in order to meet project objectives and deadlines.
2. Operate machinery in the repair and maintenance of facility systems in order to carry out assigned tasks.
3. Read, write, and understand the English language in order to complete assigned tasks.
4. Follow product directions, warnings, and operational manuals to maintain a level of safety and productivity in the completion of assignments.
5. Perform basic mathematical computations in the completion of assigned tasks.
6. Use measurement tools to accurately calculate distances, levels, areas, and slopes in the completion of assigned tasks.
7. Read different types of meters to track and maintain proper operation of equipment.
8. Read blueprints, schematic diagrams, and shop and computer assisted drawings to determine scope of projects.
9. Verify inventory to accurately track materials available to complete assignments.
10. Plan project tasks to ensure prompt and efficient delivery of services.
11. Troubleshoot/analyze problems with facilities, systems, and equipment to ensure proper operations and maintenance.
12. Recognize and correct unsafe working conditions to ensure the safety of personnel and park visitors.
13. Understand the sequence of mechanical procedures and operations to perform routine and/or preventative maintenance and repairs.
14. Estimate costs of projects to ensure feasibility.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

VETERANS' PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

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CAREER CREDITS

Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all parts of the exam. (See "General Information" on this bulletin for information regarding career credits.) Competitors eligible to receive career credits must indicate this in Question #4 of application Form STD. 678.

CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 651-0438 three days prior to the written test date if he/she has not received his/her notice.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at jobs.ca.gov.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Veterans' Preference: Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR 1093](#)), which is available at <https://jobs.ca.gov/job/veteransinformation>, and the Department of Veterans Affairs.

Career Credits: In open-non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678.

DEPARTMENT OF PARKS AND RECREATION
Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-0438

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)